



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-URM-2024-41

21 February 2024

Unnumbered Memorandum

MONITORING SCHEDULE OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

To **Schools Division Superintendents**

(Batangas Province, Batangas City, Biñan City, Cabuyao City, Calamba City, Cavite Province, Cavite City, Dasmariñas City, General Trias City, Laguna Province, Lipa City, Lucena City, Quezon Province, Rizal Province, San Pablo City, San Pedro City, Sta. Rosa City, Sto. Tomas City, Tanauan City, and Tayabas City)

1. In reference to the Memorandum DM-HROD-NEAP-2023-1063 on the Conduct of the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT), this office through the Human Resource Development Division – National Educators’ Academy of the Philippines in the Region (NEAP-R) will conduct monitoring of the rollout of the said program.
2. The activity aims to ensure that the quality standards for program delivery are achieved and provide technical assistance to the Division Core Management Team on the effective rollout of the program.
3. The Regional Monitoring Team is composed of Chief Education Supervisor, Education Program Supervisors, Senior Education Program Specialists, and Education Program Specialists from HRDD-NEAPR. As monitors, they are expected to perform roles and responsibilities that will ensure quality program delivery.
4. Attached are the Terms of Reference of the Regional Monitoring Officials, List of Assigned Regional Monitors, and the Monitoring Tool.
5. Any changes to the dates of implementation and venues must be properly communicated to the Regional Office at least 3 weeks from the original target date through a letter addressed to the Regional Director thru Jisela N. Ulpina, Officer-in-charge, HRDD-NEAPR.



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6. Travel expenses and other expenses of Regional Monitors relative to the conduct of the said activity shall be charged against the Regional Fund subject to the usual accounting and auditing rules and regulations.
7. Should there be queries or other concerns, kindly coordinate with **Jisela N. Ulpina**, HRDD-NEAP R Officer-in-charge Chief and **Jonalyn B. Pattalitan**, Education Program Specialist, through hrd.calabarzon@deped.gov.ph and cc jonalyn.pattalitan@deped.gov.ph
8. Immediate dissemination of this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc:06/ROH10/ROH02

Attachment: Terms of Reference

MONITORING OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

Terms of Reference

The assigned Regional Monitors shall perform the following responsibilities:

- Monitor the implementation of the PD program taking into account the criteria/indicators that ensure the quality program delivery;
- Provide technical assistance to the Division Core Management Team (DCMT) on the effective implementation of the recognized PD program;
- Attend debriefing sessions with the DCMT;
- Must be present on the assigned day/s of the monitoring; and
- Submit monitoring report to the program focal person for consolidation and presentation to the top management.

Attachment: List of Assigned Regional Monitors

MONITORING OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY*List of Assigned Regional Monitors*

SDO	Implementation Dates	Venue	Assigned Monitor	Date/s of Monitoring
Calamba City	March 4-8, 2024	Splash Mountain Hotel and Resort Lalakay, Los Banos Laguna	Glenda E. Dela Torre Education Program Specialist II	March 4-5, 2024
Batangas City	March 18-22, 2024	Leonida's Resort and Restaurant, Brgy. Banga, Talisay, Batangas	Maricris R. Tadioan Education Program Specialist II	March 18, 2024
Lipa City				March 19, 2024
Cabuyao City	March 18-22, 2024	TBA	TBA	TBA
Cavite Province	March 19-23, 2024	Tanza Oasis Hotel and Resort, Tanza Cavite	Jonalyn B. Pattalitan Education Program Specialist II	March 18, 2024
General Trias City	March 18-22, 2024			March 19, 2024
Dasmariñas City	March 18-22, 2024	Fynn Hotel, Bacoor City	Jisela N. Ulpina OIC Chief HRDD-NEAPR	March 20-21, 2024
Laguna Province	March 19-23, 2024	Development Academy of the Philippines, Tagaytay City	Donna L. Lago Education Program Supervisor	March 19 - 20, 2024
Sta. Rosa City	March 18-22, 2024	Tagaytay Country Hotel, Olivarez Plaza, E. Aguinaldo Hi-way, Tagaytay City		March 21 - 22, 2024
Lucena City	March 18-22, 2024	Villa Excellence Beach and Wave Pool Resort, Sitio Postema, Brgy.	Bryan A. Pobe Education Program Supervisor	March 19, 2024
Tayabas City				March 20, 2024

		Sahud Ulan Tanza Cavite		
Quezon Province	March 18-22, 2024	M.I Sevilla Resort, Lucena City, Quezon	Mark Anthony R. Malonzo Senior Education Program Specialist	March 21-22, 2024
San Pablo City	March 18-22, 2024	Kasile Hills Resort and Events Venue, Cabuyao, Laguna	Glenda E. Dela Torre Education Program Specialist II	March 18-19, 2024
San Pedro City	March 11-15, 2024	The Bayleaf Hotel, General Trias, Cavite	Jonalyn B. Pattalitan Education Program Specialist II	March 11-12, 2024
Sto. Tomas City	March 18-22, 2024	NEAP Malvar Batangas	Maricris R. Tadioan Education Program Specialist II	March 20 - 21, 2024
Batangas Province	April 22-26,2024	TBA	TBA	TBA
Biñan City	April 15-19, 2024	Tagaytay Country Hotel, Olivarez Plaza, E. Aguinaldo Hi-way, Tagaytay City	Donna L. Lago Education Program Supervisor	April 15 - 16, 2024
Cavite City	April 1-5, 2024	April 1-2 SDO Cavite City Bulwagan April 3-5 Tanza Oasis Hotel and Resort, Tanza Cavite	Maricris R. Tadioan Education Program Specialist II	April 3-4, 2024
Tanauan City	April 15-19, 2024	TBA		April 15 - 16, 2024
Rizal Province	TBA	TBA	Donna L. Lago Education Program Supervisor	TBA